

CAREER OPPORTUNITY
IN THE FEDERAL JUDICIARY

INFORMATION SERVICES DIVISION
OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS

URBANA, ILLINOIS

THE OFFICE OF THE CLERK IS NOW ACCEPTING APPLICATIONS FOR THE POSITION OF

INFORMATION SERVICES SPECIALIST

COURT PERSONNEL SYSTEM CLASSIFICATION LEVEL: **CL 25 - 26**

STARTING SALARY PER YEAR: **\$27,656 - \$38,076***
(promotion potential to CL-27, \$41,834 - \$54,404 per year,
dependent upon satisfactory performance of duties)

CLOSING DATE FOR APPLICATIONS: **August 4, 2000**

INITIAL ASSIGNMENT: The Information Services Specialist is the local information technology (IT) expert in solving computer system problems. This position monitors day-to-day operation of the equipment and systems; ensures daily system backup; troubleshoots and fixes technical problems; provides information and assistance to court staff on applications such as word processing, e-mail, operating systems, and others; supports local and wide area network systems; installs hardware; customizes programs for local needs and trains personnel in their use; supports and troubleshoots courtroom evidence presentation systems; designs and creates databases; develops and installs software; makes recommendations to managers; assists in acquiring IT equipment; prepares and maintains documentation for locally and/or nationally supported programs.

JOB REQUIREMENTS: Thorough knowledge of computer processes and capabilities, including networking, programming languages and data base management. Good knowledge of Windows-based word processing software and ability to adapt it (using macros, merge forms, etc.) to court needs. Skill in communicating with and training non-IT personnel. Ability to perform routine hardware maintenance. Demonstrated ability to implement, operate, and document IT systems when systems analysis, system integration, and consideration of hardware and software are a part of the experience. Knowledge of state-of-the-art audio-visual systems a plus. The ability to communicate effectively with others, both orally and in writing, is essential.

SUBMIT 3 COPIES OF RESUME TO: Mr. John M. Waters
Clerk, U.S. District Court
600 E. Monroe Street, Rm 151
Springfield IL 62701

* Starting salary will depend upon the education, background, and prior work experience of the applicant.

AN EQUAL OPPORTUNITY EMPLOYER